



## **CAREER OPPORTUNITY**

### **UNITED STATES PROBATION SOUTHERN DISTRICT OF TEXAS**

Position: Supervisory Probation Clerk

Location: Laredo, Texas

Closing Date: April 23, 2010, 5:00 p.m.

Starting Range: \$37,941 - \$67,951 (CL25/CL 26)\*  
\*Salary based on qualifications and experience

#### **POSITION OVERVIEW:**

This position is located in the Laredo Division Probation Office and reports to the Assistant Deputy Chief U.S. Probation Officer. The incumbent supervises staff who provide administrative support to probation officers. This supervisor will plan, assign, and monitor work of the staff; assist with the selection of candidates for vacant positions; oversee training; recommend improvements to work processes; and communicate organizational procedures.

#### **QUALIFICATIONS:**

- High School diploma required. Some college preferred.
- Must be able to communicate effectively with a variety of people.
- The successful candidate will possess excellent interpersonal skills.
- Excellent organizational skills required.
- Two years of general work experience plus one year of specialized, progressively responsible administrative, professional, supervisory or managerial experience that provided an opportunity to gain (a) skill in dealing with others in person-to-person work relationships, (b) the ability to exercise mature judgment, and (c) a knowledge of the basic concepts, principles, and theories of management and the ability to understand the managerial policies applicable to the Probation Office or another court in the judicial system.
- Two years of general work experience plus one year of specialized, progressively responsible clerical or administrative experience equivalent to CL 24 is required for the CL 25 position.
- Two years of general work experience plus two years of specialized, progressively responsible clerical or administrative experience, including at least one year equivalent to CL 25 is required for the CL 26 position.

The candidate selected for the position is subject to a credit check and a National Crime Information Center (NCIC) check, including FBI National Name and Fingerprint check.

Positions in the Probation Office of the District Court are excepted appointments. Employees are not under the Civil Service System and are “at will” employees.

#### BENEFITS:

Benefits include participation in the retirement system, health and life insurance programs, holiday and leave accrual, and periodic salary increases. The United States Probation Office is not authorized to reimburse candidates for travel or moving expenses. This position is subject to mandatory Electronic Funds Transfer participation for payment of net pay.

#### APPLICATION PROCESS:

Please submit a completed Employment Application with a resume and cover letter noting the position number, explaining why you are interested in the position and detailing your relevant training and experience.

An employment application can be obtained from our website [www.txs.uscourts.gov](http://www.txs.uscourts.gov) or by calling Human Resources at 713.250.5508. The requested material may be emailed to [employment@txs.uscourts.gov](mailto:employment@txs.uscourts.gov) or mailed to:

U.S. District Court  
Human Resources Department  
Attention: Shirley Curtis  
P.O. Box 61010  
Houston, Texas 77208

Internal applicants may apply by submitting a memorandum along with a current resume and employment application to their immediate supervisor with a copy to Human Resources. The memo should include the cover letter information requested above.

This position announcement may be withdrawn without notice. Applications submitted for this position may be considered for similar positions which may occur within 90 days from date position is filled.

EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

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